



Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

Minutes of a meeting of the Council of Te Pūkenga (the Council)

Tuesday, 11 October 2022

Minutes

These are the open minutes of a meeting of Te Pūkenga Council held on Tuesday, 11 October 2022 at 9.00 am via Zoom videoconferencing and at MITO, Level 3/50 Customhouse Quay, Wellington

Present:

Council Members	Murray Strong (Chairperson)	Kim Ngārimu (Deputy Chairperson)
	Maryann Geddes	Kathy Grant
	Sam Huggard	Tania Hodges
	John Brockies	Tagaloatele Peggy Fairbairn-Dunlop
	Teorongonui Josie Keelan	Heath Sawyer
	Jordan Gush	Jeremy Morley
In Attendance	Peter Winder, Acting Chief Executive	Lynnette Brown, Council Secretary
	Simon Karipa – Director Governance	Richard Forgan - Deputy Chief Executive – Transformation
Online Attendance	Vaughan Payne – DCE Operations	Sinead Hart – Director Legal and Risk (Items
	Phil O 'Callaghan – Interim Chief Financial Officer	Angela Beaton - DCE Delivery and Academic (Item 5 only)
	Rachel Clark – CAMS Lead (Item 10.3 and 10.4)	Fionna Moyer - Kaikōkiri Director Quality (Item 5 only)
	Keri-Anne Tane – Chief People Officer (Item 11.2)	Ana Morrison - DCE Partnerships and Equity (Item 4.1 only)
	Chris Collins – Chief Executive – Eastern Institute of Technology Limited (Item 15.1 only)	Janine Kapa - Kaikōkiri/Director - Te Pae Tawhiti (Item 4.1 only)
		Anthony Robertson – Chief Financial Officer – Eastern Institute of Technology Limited (Item 15.1 only)

Karakia

The meeting was opened with a karakia by Sam Huggard.

Open Minutes

- Welcome/Apologies/Notices**
The Chair welcomed everyone to the meeting with a special mihi to Jeremy Morley acknowledging his first kanohi ki te kanohi meeting.

2. **Administration**

2.1. **Council Calendar and Schedule of Committees**

Noted

2.2. **Register of Interests**

The register of interests was noted and no conflicts with matters on the agenda were declared.

John Brockies advised the removal of his interests in the Waiari Project Advisory Board (Tauranga City Council) the Waiari and Te Maunga Project Advisory Board (Tauranga City Council) roles effective 1 October 2022.

2.3. **Minutes (draft) of the meeting held 29 August 2022 (ordinary meeting)**

Resolved:

The Council:

- a. Approved the minutes of Te Pūkenga Council open meeting held on 29 August 2022 as a true and correct record.

Moved: M Strong

Seconded: M A Geddes

CARRIED

Matters Arising

- 2.3.1. There were no matters arising.

2.4. **Action List – Open**

Noted.

3. **Acting Chief Executive’s Report**

The Acting Chief Executive spoke to his report which provided insights into current issues, key achievements and highlights arising during the reporting period in particular:

- Progress towards completion of the transitioning of the network and activities related to Tā tatou huarahi (Our Pathway)
- Wintec Graduation attended by the Council Chair

John Brockies arrived at 9.20 am

4. **Strategy**

4.1. **Te Pae Tawhiti Framework (Final)**

Management provided a verbal update on the Q2 Report for the Council and outlined the future focus of Te Pae Tawhiti and the reporting cadence and its relationship/alignment with Ako networks.

Feedback from the Council included:

- Outcomes framework – in terms of reporting on equity for ākonga, this will be addressed in Outcome 2 and through the work of the Learner Journey Educational and Performance Indicators. The outcomes related to Treaty partners will be a part of the insights and evaluation work.
- Future reporting to evidence:
 - Improvements derived from this activity
 - Partnerships with mana whenua in action in relation to Māori medium of delivery in the mix of provision – Management advised that BCITO is an example which can be showcased in the future
- Whakataukī and how we can integrate mahi into this

The Council acknowledged the significant progress and thanked Management for their ongoing mahi.

Resolved:

The Council:

- a. Noted and endorsed the revised working draft of Te Pae Tawhiti, Te Tiriti o Waitangi Excellence Framework; and
- b. Note the next steps in the development of Te Tiriti o Waitangi Excellence strategy and implementation plan

Moved: M Strong

Seconded: T Hodges

CARRIED

5. Reports from Committees

5.1. Te Poari Akoranga – Report from open Te Poari Akoranga meeting held 21 September 2022

The Council received the report for Te Poari Akoranga (TPA) which provided an update on its activities.

The Council raised two matters:

- To the question of representation from Work Based Learning Limited given their size, Management advised that they believed this was sufficient
- Continuous Quality Improvement (CQI) Policy (paragraph 17 of the minutes) - *What is the possibility of taking the principles-based approach within the influence of the employer who is effectively the kaiako and the classroom?* There was discussion on progress in relation to this question and Council noted the importance of this work.

Also, there are a large number of employers associated with WBL with efficient processes as examples of best practice.

Resolved:

The Council:

- a. Received the report from Te Poari Akoranga meeting held online via Teams 21 September 2022; and
- b. Approved the appointment of one member of the Māori Advisory Committee of Te Pūkenga (established in accordance with section 325(1) of the Act) to Te Poari Akoranga o Te Pūkenga, namely Jasmine Te Hira; and
- c. Approved the extension to the membership term of Te Urikore Biddle until 31 December 2022; and
- d. Noted expiry of Te Poari Akoranga membership terms; and
- e. Noted the membership resignation received from the Learner Advisory Committee representative; and
- f. Noted the approval of the Continuous Quality Improvement (CQI) Policy.

Moved: M Strong

Seconded: M A Geddes

CARRIED

5.2. Report from Interim Kaimahi Committee and Minutes 5 September 2022

The Chair of the Committee provided a verbal update to the minutes and specifically acknowledged Council member Tania Hodges' attendance at the meeting. Angela Beaton, DCE – Academic Delivery is anticipated to attend the next meeting to discuss Unification of Programmes, particularly as it relates to work-based learning.

The Council:

- a. Received the Interim Kaimahi Committee meeting minutes of 5 September 2022.

5.3. Report from Interim Learner Committee and Minutes of meeting held 16 August 2022

The Chair of the Committee provided a verbal update to the Interim Learner Committee report and highlighted the area of future focus on training to improve confidence for members in governance and Te Tiriti.

The Council:

- a. Received the report; and

- b. Noted the confirmed open minutes - Appendix 1, and meeting summary for the Interim Learner Advisory Committee (ILAC) meeting on 16 August 2022.

5.4. **Report from Komiti Māori and Minutes of meeting held 18 August 2022**

The Chair of the Committee provided a verbal update to the Komiti Māori report noting the main area of discussion centred on the structure and support for co-leadership. It was also noted that there is an awareness of ensuring that the smaller iwi has a voice.

The Council:

- a. Received the report; and
- b. Noted the confirmed open minutes (Appendix 1) for Komiti Māori (Interim Māori Advisory Committee) meeting held on 18 August 2022.

6. **Correspondence**

6.1. Nil

7. **Formal Motion for Moving into Committee**

The Chair moved that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
8.	Administration		
8.1.	Minutes from public excluded meeting held 29 August 2022 and 23 September 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

8.1.1.	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.2.	Action List	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.	Acting CE Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	Financial Reports		
10.1.	Te Pūkenga Financial August 2022 Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9</p>

		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	(noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.2.	Programme Business Case	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
10.3.	High Priority Buildings	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
10.4.	Statement of Performance Expectations	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
11.	Risk and Compliance		

11.1.	Targeted Training and Apprenticeship Fund (TTAF) Update	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
11.2.	National Policy Development (People, Culture, Wellbeing Policies)	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12.	Subsidiaries		
12.1.	Te Pūkenga Work Based Learning Limited	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.	Universal College of Learning	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of	That the public conduct of this item would be likely to result in the disclosure of

		<p>any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.3.	Wintec - Learning Works Limited	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.	Reports from Committees		
13.1.	Te Poari Akoranga – Minutes from closed Te Poari Akoranga meeting held 21 September 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.2.	Report from Interim Learner Committee and Minutes of meeting held 16 August 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

13.3.	Report from Komiti Māori and Minutes of meeting held 18 August 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons Section 9(2)(a)</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.4.	Finance and Capital Investment Committee •13 September 2022	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.5.	Transformation Committee Minutes: •2 September 2022 •13 September 2022	<p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.6.	Appointment and Remuneration Committee	<p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

	<ul style="list-style-type: none"> •Approval to appoint J Morley to Risk and Audit Committee •22 September 2022 Draft Minutes •Resolution: Trustees of Student Residence Trust Aotearoa (SRTA) 	through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	<p>Correspondence – Outwards</p> <p>Te Pūkenga Response Ministry of Education re Funding Proposals</p> <ul style="list-style-type: none"> •2 September 2022 •14 September 2022 •22 September 2022 	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	<p>Any Other Business</p> <p>Eastern Institute of Technology Limited (EIT) – Proposed Acquisition</p>	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair will also move that certain employees from Te Pūkenga namely: Peter Winder, Richard Forgan, Simon Karipa, and Lynnette Brown be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the items listed.

And the following to join to speak to specific matters Vaughan Payne, Sinead Hart, Phil O'Callaghan, Rachel Clark, Chris Collins and Anthony Robertson. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

The open session meeting closed at 9.40 am and moved into closed session.

The meeting closed at 1.15 pm.

Dated: 28 November 2022

Signed as a correct record

A handwritten signature in black ink, appearing to read 'Murray W. Strong', written in a cursive style.

Murray W. Strong
Chairman